

Eastern Washington University  
Interdepartmental Purchase Order and Invoice

Requisition Date \_\_\_\_\_  
Date Needed \_\_\_\_\_

Deliver to (Building/Room): \_\_\_\_\_  
Telephone No: \_\_\_\_\_

	Charge to:	71400			
Requesting Department		Index	Account	Received by	Date
Computer Support	Credit to:	200327	58100		
Supplying Dept.		Index	Account	Completed by	Date

Item Number	For Supplying Dept.		Description	Quantity	Unit	Supplying Dept. Use Only	
	Delivered	Back Order				Unit Cost	Total Cost
1			Windows Vista Business All Lng UPG (66J-00592)	1	ea	\$48.85	\$48.85
2			Tax @8.6%	1	ea	\$4.2	\$4.20
<b>Total Charges</b>							<b>\$53.05</b>

The requisitioning department hereby authorizes the "Supplying" department to provide it with the services and merchandise ordered above – with the understanding that the accounting office is authorized to charge and credit the affected department accounts for cost, based on formulae which have been approved by the administration. Notice of completion of services rendered or merchandise delivered will be sent to the requisitioning department in the form of a copy of the invoice then forwarded to the accounting office. Charges will be made in the month the transaction is completed.

Requested by \_\_\_\_\_ Approved by \_\_\_\_\_  
Controller

Approved by \_\_\_\_\_ Approved by \_\_\_\_\_ Approved by \_\_\_\_\_  
Budget Authority Vice President for Business and Finance Other